

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: City Clerk

BAND	GRADE	
E	922	
DEPARTMENT: City Clerk's Office	ACCOUNTABLE TO: City Manager	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible for preserving and maintaining the official records and history of the City. Duties include: providing administrative, secretarial and clerical support to the Mayor, City Council, department heads and the general public; coordinating and directing City elections; planning and supervising staff and operations of the City Clerk's Office; maintaining City records; recording Council Board, Commission and Committee meetings; preparing and maintaining the City code; directing the collection, organization, preparation, publication and distribution of the City Council Agenda; administering business licensing and permitting programs; and, planning, developing and implementing office systems and procedures.		
DISTINGUISHING CHARACTERISTICS: The City Clerk is a stand alone classification and is distinguished from other professional classifications by the responsibility for maintaining the "official records and history" of the City.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Supervises staff to include: assigning and reviewing work, ensuring staff are trained, evaluating performance and handling disciplinary actions.	Daily	
2.	Supervises the day to day operations of the City Clerk's Office to include: monitoring work flow; coordinating activities with other departments, organizations or agencies; and, developing and implementing office systems and procedures.	Daily	
3.	Provides confidential administrative and clerical support to elected and appointed officials and department heads.	Daily	
4.	Acts as the City's notary public and deputy registrar; maintains the safekeeping of the City seal.	Daily	

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5.	Maintains and provides safekeeping for all official City documents and records to include: supervising record maintenance; preparing and maintaining the City code; recording, publishing and certifying all Council Board, Commission and Committee meetings; and, publishing, maintaining and certifying all official actions of the City Council such as ordinances, resolutions and motions.	Daily	
6.	Supervises the collection, organization, preparation, posting, publication and distribution of the City Council Agenda and supporting documents.	Weekly	
7.	Participates in meetings and ensures the City Clerk's Office interests are represented. Gives presentations to clubs and other organizations.	Weekly	
8.	Supervises permitting and licensing programs for the City such as business licenses.	Monthly	
9.	Prepares the City Clerk's Office budget; tracks and monitors expenditures.	Monthly	
10.	Supervises and coordinates City elections to include hiring and training election staff and ordering and maintaining election supplies and equipment.	Annually	
11.	Recommends and assists in implementing City policies and procedures.	Annually	
12.	Performs other duties of a similar nature or level.	As Required	

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Knowledge (position requirements at entry):

Knowledge of:

- Leadership and managerial theories and principles;
- Applicable federal, state and local laws and regulations;
- Filing and election requirements;
- Legislative process for municipal governments;
- Business English;
- Budgeting theories and principles;
- Codification requirements;
- Codes, laws and regulations governing City Clerk's Office;
- Record keeping systems.

Skills (position requirements at entry):

Skill in:

- Assigning work and monitoring and evaluating staff;
- Evaluating and making changes to work flow;
- Composing, recording and certifying ordinances and resolutions;
- Organizing, planning and managing election activities;
- Maintaining official City records;
- Preparing and monitoring budgets;
- Collecting, organizing and preparing agendas and supporting documents;
- Taking shorthand and dictation;
- Interpreting and applying codes, laws and regulations governing the City Clerk's Office;
- Implementing rates and fees;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Public Administration or a related field and four years of progressively responsible experience in a governmental clerk function; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience in a municipal clerk's office with Certified Municipal Clerk Certification is preferred.

Licensing Requirements (position requirements at entry):

None required.

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Physical Requirements:

Positions in this class typically require: standing, mobility, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (clm)

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